

LAND SUBDIVISION REGULATIONS

Town of Greenfield, New Hampshire

Adopted: March 10, 1970

Last Amended: May 23, 2005

SECTION I. PURPOSE

The purpose of these regulations is to protect the health, safety, convenience and welfare of the inhabitants of this town and to preserve, so far as possible, the natural scenic beauty and rural character of its residential areas, and to promote orderly, planned growth.

SECTION II. AUTHORITY

The authority for this regulation is vested in the Planning Board by the voters of the Town of Greenfield on March 11, 1969 and is in accordance with the provisions of RSA 674:35 of the New Hampshire Revised Statutes Annotated and amendments thereto.

SECTION III. DEFINITIONS

A. Abutter: Means:

1. Any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board.
2. Affected municipalities and the regional planning commission(s) in the event of developments having regional impact. For purpose of receiving testimony only, and not for purpose of notification, the term "abutter" shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality or a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association as defined in RSA 356-B:3.XXIII.

B. Applicant: Means the owner of record of the land to be subdivided or his/her designated agent.

C. Approval: Means recognition by the Planning Board, certified by written endorsement on the plat, that the plat meets the requirements of these regulations and in the judgment of the Board satisfies all criteria of good planning and design.

D. Approval, Conditional: Means recognition by the Planning Board, certified by written endorsement on the plat, that the plat is not finally approved nor ready for filing with the Registry of Deeds until such time as certain conditions, set forth by the Board, are met.

E. Board: Means the Planning Board of Greenfield, New Hampshire.

F. Design Review Phase: Means the discussion between the Board and an applicant of a proposed subdivision, which involves considerably more detail than the conceptual consultation phase. Notice to abutters, professionals whose names appear on the plat, and the public are required before an application may appear on the Board's agenda for design review. This review is optional at the discretion of the applicant.

G. Development: Means any construction or grading activities on real estate for other than agricultural and silvicultural practices.

H. Lot: Means a parcel of land capable of being occupied by one principal use that is of sufficient size to meet the minimum requirements for use, building coverage and area.

I. Lot of Record: Means a parcel, the plat or description of which has been recorded at the County Register of Deeds.

- J. Lot Line Adjustment: Means adjustments to the boundary between adjoining properties where no new lots are created.
- K. Plat: Means the map, drawing or chart on which the plan of subdivision is presented to the Greenfield Planning Board for approval, and which, if approved, will be submitted to the Register of Deeds of Hillsborough County for recording.
- L. Preliminary Conceptual Consultation Phase: A preliminary discussion of a proposed subdivision between the Board and the Subdivider. Discussion will be in general terms and directed at review of the basic concept of the proposal and suggestions, which might be of assistance in resolving problems with meeting requirements during final consideration. The review is optional at the discretion of the Subdivider and notice to abutters is not required.
- M. Preliminary Layout: Means a plan prepared as required under the provisions of Section IV and such other sections of these regulations as are applicable.
- N. Public Hearing: Means a meeting, notice of which must be given per RSA 675:7 and 676:4.I (d), at which the public is allowed to offer testimony.
- O. Public Meeting: Means a regular business meeting of the Planning Board as required per RSA 673:10. Notice must be posted at least twenty (24) hours in advance and the meeting must be open to the public, although participation by the public is at the discretion of the Board.
- P. Subdivider: Shall mean the owner of record of the land to be subdivided, including any subsequent owner of record making any subdivision of such land or any part thereof, or the agent of such owner.
- Q. Subdivision: Means the division of a lot, tract or parcel of land into two or more lots, plats, sites, or other divisions of land for the purpose (whether immediate or future) of sale, rent, lease, condominium conveyance or other transfer or building development. It includes resubdivision and, when appropriate to the context, relates to the process of subdividing or to the land or territory subdivided. The division of a parcel of land held in common and subsequently divided into parts among the several owners shall be deemed to be a subdivision.
- R. Subdivision, Major: Means a subdivision of four (4) or more lots, or one that involves the creation of new streets and/or utilities.
- S. Subdivision, Minor: Means a subdivision of land into not more than three (3) lots for building development purposes with no potential for resubdivision on an existing street.
- T. Subdivision, Technical: Means a subdivision of land into two lots or sites for the purpose of conveying one such lot or site directly to an abutting landowner. The parcel to be conveyed does not constitute a separate building lot. However, said parcel may be used for building development in conjunction with contiguous land owned by the abutter.
- U. Survey: Means a plan derived by an on-site assessment of metes and bounds certified by a qualified surveyor or engineer licensed to practice in the state of New Hampshire.
- V. Town: Shall mean the Town of Greenfield, New Hampshire.
- W. Wetland: Means those areas identified and delineated as poorly drained or very poorly drained soils by the National Cooperative Soils Survey.
- X. Zoning Ordinance: Means the Zoning Ordinance of Greenfield, New Hampshire.

SECTION IV. PROCEDURES

- A. General Authority: The Planning Board, consulting with the Board of Selectmen, the Town Engineer, the Building Inspector and the Health Officer, shall have the authority to approve or disapprove plats of Subdivider or to recommend any changes in such plats.
- B. Subdivision Review Procedures:
1. Preliminary Conceptual Consultation Phase:

The applicant may request a meeting with the Board to discuss a proposal in conceptual form and in general terms. Although this phase is strictly optional, the Board strongly suggests that the applicant avail him/herself of the opportunity to resolve any issues at this early stage that might become a problem later on. Such preapplication consultation shall be informal and directed toward:

 - a. Reviewing the basic concepts of the proposal;
 - b. Reviewing the proposal with regard to the master plan and zoning ordinance;
 - c. Explaining the state and local regulations that may apply to the proposal;
 - d. Determination of the proposal as a major, minor or technical subdivision and of the submission items that would be required.

Preliminary conceptual consultation shall not bind the applicant or the Board. Such discussion may occur without formal public notice but must occur only at a posted meeting of the Board.
 2. Design Review Phase:

Prior to submission of an application for Board action, an applicant may request to meet with the Board or its designee for non-binding discussions beyond the conceptual and general state and involving more specific design and engineering details of the potential application.

The design review phase may proceed only after identification of and notice to abutters and the general public as required by RSA 676:4, I (d).

Persons wishing to engage in preapplication design review shall submit a request to the Board not less than twenty (20) days before the regularly scheduled meeting of the Board. The request shall include:

 - a. A list of abutters and their addresses taken from municipal records not more than five (5) days before submission and;
 - b. A check to cover mailing and advertising costs.

Statements made by Board members, shall not be the basis for disqualifying said members or invalidating any action eventually taken on the application.
- C. Submission of Completed Applications:
1. Approval Required: Whenever a major subdivision or minor subdivision is proposed to be made, and before any conveyance or lease of such a subdivision or any part thereof shall have been delivered, and before the application for a permit for the erection of a structure thereon shall be made, the owner thereof or his agent shall receive approval of such subdivision from the Board.
 2. All plans will be reviewed for completeness. This review will take place by a person or persons designated to review plans for completeness prior to submission to the Board. If the plan is incomplete, the applicant will need to provide the missing submission items before the Board will vote to accept the application.
 3. A completed application shall be filed with the Planning Board Chairman or Secretary or with Greenfield's Administrative Assistant at least twenty (20) days before a regular meeting of the Board. A completed application shall consist of those items listed in subparagraph 5 below plus all data required in Section VI of these regulations.

4. Submission and acceptance of an application shall only occur at a regular meeting of the Planning Board after due notification has been given in accordance with RSA 676:4.I (d). Acceptance will be by affirmative vote of a majority of the Board members present.
5. Contents of applications shall include:
 - a. Six (6) copies of the subdivision final plat or preliminary layout or minor subdivision final plat, whichever is appropriate, in a form conforming to the requirements of these regulations;
 - b. Three (3) copies of the subdivision topographic plan, if not included as part of the plat or layout presented, unless waived by the Board;
 - c. Three (3) copies of profiles and cross sections of any new street(s) storm drains, sewer and water lines as herein required;
 - d. Any pertinent information such as (but not limited to) sedimentation and erosion control measures, septic design approvals, driveway permits, deed restrictions such as easements and rights-of-way, a completed checklist and any additional reports or studies deemed necessary by the Board to make an informed decision.
 - e. The filing fees established by the Board, a schedule of which is attached as Appendix A, and which monies shall be payable to the Town. These fees are charged to offset the costs of processing the application. All costs of notices, whether mailed, posted or published shall be paid in advance by the applicant. Failure to pay costs shall constitute valid grounds for the Board to not accept the application as complete.
 - f. A receipt for the application shall be furnished for the same, by the Secretary of the Board. However, no receipt shall be issued until all information required by this section and all other applicable sections of the regulation have been submitted.
6. In addition to filing fees under subparagraph 5 e, the Board may impose reasonable fees to cover its costs for special investigative studies, review of documents, and other matters, which may be required by particular applications.

D. Board Action on Completed Applications:

1. The Board shall begin consideration of the completed application within thirty (30) days of its acceptance. The Board shall act to approve, conditionally approve, or disapprove an application within sixty-five (65) days of acceptance of the application.
2. The Board may apply to the Selectmen for an extension not to exceed an additional ninety (90) days before acting to approve, conditionally approve or disapprove an application. An applicant may waive the requirement for Board action within the time periods specified in these regulations and consent to such extension as may be mutually agreeable.
3. Approval of the application shall be certified by written endorsement on the plat and signed and dated by the Chairman and the Secretary of the Board. If any application is disapproved, the grounds for such disapproval shall be adequately stated in the records of the Planning Board and the written decision that shall be sent to the applicant within one hundred forty-four (144) hours of the decision.
4. An approved plan shall be recorded by the Planning Board, with the Register of Deeds of Hillsborough County within thirty (30) days of approval. The fee for this recording plus any mailing costs shall be paid to the Board prior to approval.
5. Minor Subdivision Final Plat:

If the Board determines that a plat submitted as a minor subdivision plat does not constitute a minor subdivision, a notation to that effect shall be placed on the plat and returned to the Subdivider for compliance with the procedures dealing with subdivisions.

The Board shall hold a hearing on the minor subdivision final plat pursuant to Section IV, E. After such hearing, the Board shall communicate in writing and within ninety (90) days of accepting the plat, to the Subdivider the approval or disapproval of the minor subdivision final plat. If more time is needed, the Board will act in accordance with procedures outlined in subparagraph 2 above.

6. Preliminary Layout:

- a. All major subdivision applications shall file with the Board for approval a preliminary layout and all other documents relating thereto in a form conforming to the requirements of these regulations.
- b. The Board will then study the preliminary street and lot layout, sewage disposal system and proposed improvements in connection with the Master Plan, needs of the surrounding area and neighborhood, the conditions of the area, and any pertinent state or local regulations.
- c. The Board shall hold a hearing on the preliminary layout pursuant to Section V, E. After such hearing the Board shall communicate within ninety (90) days of the date the Board accepted the layout, in writing, the specific changes, if any, which it will require in the preliminary layout and the amount of construction or improvements it may require as a prerequisite to the subsequent approval of the subdivision plan. Such communication shall not limit the Board from requiring further changes upon review of the final plat. The Board may disapprove of the preliminary layout in its entirety but shall state its reasons for such disapproval. Any approval shall be considered as tentative and shall not be entered on the plan.
- d. If the Board permits the Subdivider to submit a final plat on only a portion of the total land to be subdivided, the preliminary layout submission shall also indicate the approximate outline and sequence of those portions of the tract for which subsequent final plats will be submitted.

7. Major Subdivision Final Plat:

- a. The Subdivider, after official notification by the Board with respect to the preliminary layout and changes, if any, to be made therein, shall, within three (3) months thereafter, file with the Board for approval a final plat and all other documents in a form conforming to the requirements of these regulations.
- b. The Board shall begin formal consideration of the final plat within thirty (30) days of submission of the completed plat. The Board shall act to approve, conditionally approve, or disapprove the plat ninety (90) days after submission, subject to extension or waiver as provided in subparagraph 2 above.

E. Hearing:

1. No approval or disapproval of a final plat, minor subdivision final plat or preliminary layout shall be given by the Board without affording a hearing thereon. (However, the Board may waive the hearing on the final plat. In addition, hearings on minor lot line adjustments and boundary agreements may be waived as allowed in RSA 676:4.) The applicant, abutters and every engineer, architect, land surveyor or soil scientist whose professional seal appears on the plat shall be notified of said hearing and the time and place of such hearing, by certified or registered mail, return receipt requested, not less than ten (10) days before the date fixed for the hearing. The ten (10) days will not include the date the notice was mailed or posted or the day of the hearing.

2. The costs of any publication or posting of notice and the costs of mailing notice of the hearing shall be paid by the applicant prior to the hearing.
3. The Board may at its sole discretion and in addition to the notice procedures of paragraph 1 above, may give notice of the hearing by publication in such manner, as they deem appropriate.

F. Conditional Approval:

The Board may grant conditional approval of an application, but the plat will not be signed or recorded until all of the conditions have been met. If the applicant has not complied with the conditions of approval within one (1) year, the approval is considered null and void and the applicant must submit a new subdivision application.

G. Expedited Review:

The Planning Board may allow for an expedited review of applications for lot line adjustments, technical subdivisions or minor subdivisions as defined in Section III of these regulations. The completed application may be submitted, accepted and voted on at the same meeting, provided the public notice so indicates. The Board may waive certain plat requirements for lot line adjustments and technical subdivisions.

H. Approval:

Approval of the application shall be certified by written endorsement on the plat and signed and dated by the Chairman and the Secretary of the Board. If any application is disapproved, the grounds for such disapproval shall be adequately stated in the records of the Planning Board and in written notice given to the applicant within one hundred forty-four (144) hours of the decision. An approved plan shall be recorded by the Planning Board, with the Register of Deeds of Hillsborough County within thirty (30) days of approval. The fee for this recording plus any mailing costs shall be paid to the Board prior to approval.

I. Regional Impact:

All applications shall be reviewed for potential regional impacts. Upon such a finding, the Board shall furnish the regional planning commission(s) and the affected municipalities with copies of the minutes of the meeting at which the determination was made. The copies shall be sent by certified mail within seventy-two (72) hours of the meeting. At least fourteen (14) days prior to the scheduled public hearing, the Board shall notify by certified mail the regional planning commission(s) and the affected municipalities of the date, time and place of the hearing and of their right to appear as abutters to offer testimony concerning the proposal.

J. Failure of Planning Board to Act:

In the event that the Board does not act on an accepted application within the prescribed ninety (90) days, the applicant may petition the Selectmen to issue an order directing the Board to act within thirty (30) days. If the Planning Board fails to act within forty (40) days of this directive, the Selectmen must approve the application unless they find in writing that the plan does not comply with a local regulation. In the event the Selectmen fail to act, the applicant may petition superior court to approve the plan.

SECTION V. GENERAL REQUIREMENTS FOR THE SUBDIVISION OF LAND

A. Land Unsited for Residences:

Land of such character that it cannot, in the judgment of the Board, be safely used for building development purposes because of exceptional danger to health or peril from fire, flood, poor drainage, excessive slope or other hazardous conditions shall not be platted for residential, commercial or industrial subdivision, nor for such other uses as may increase danger to life or property or aggravate the flood hazard.

B. Preservation of Existing Features:

Wherever feasible, suitable steps shall be taken to preserve and protect significant existing features such as trees, scenic points, stone walls, rock outcroppings, water bodies and historic landmarks. Where possible, the boundary line(s) should follow stonewalls.

C. Unusable Lots:

Remnants of lots below allowable size left over after subdividing a tract shall be added to adjacent lots rather than remain as unsuitable lots.

D. Lot Dimensions:

1. Frontage: Each lot shall front upon a street. In the event that a lot abuts two or more streets, the length of the longest side facing a street shall not be less than the minimum requirements of the Zoning Ordinance.
2. Side Lot Lines: Insofar as is practical, side lot lines shall be at right angles to straight streets and radial to curved streets.
3. Setbacks: Where extra width has been dedicated for widening of existing streets, lots shall begin at the extra width line and all setbacks shall be measured from such line.
4. Private Rights-of-Way: Shall not constitute frontage.

E. Premature Subdivision:

The Board may provide against such scattered or premature subdivision of land as would involve danger or injury to health, safety or prosperity by reason of the lack of water supply, sewage disposal, drainage, transportation, schools, fire protection or other public services which necessitate the excessive expenditure of public funds for the supply of such services (RSA 674:36.II (a)).

F. Septic Systems and Water Supply:

It shall be the responsibility of the Subdivider or his Agent to provide the necessary state approvals for the installation and operation of an individual sewage disposal system. In subdividing parcels with existing dwellings, the Subdivider must demonstrate to the satisfaction of the Board that the existing septic system is in good working order.

Prior to refilling, all test pits shall be inspected by the Town Building Inspector.

All new wells shall have a radius of seventy-five (75) feet, said radius to be located entirely on its lot.

G. Building Permits:

Building permits are to be issued only after the Subdivider has obtained an approved plat, approved street and drainage (if required), bonds and sufficient street construction as would provide such building with utilities and a travelable way, and septic system design approved by the Board and State and a septic system bond has been posted if required.

H. Erection of Buildings:

No building shall be erected on any lot in a subdivision nor shall any building permit be issued therefore unless such subdivision has received the Board's final approval. No building shall be erected on any lot within any part of the Town, nor shall a building permit be issued therefore unless the street giving access to the lot upon which such building is proposed to be placed corresponds in its location and lines with a street shown on the official map (if any) or with a street shown on a subdivision plat approved by the Board for which a bond has been posted as required by these regulations or with a street on a street plat made by and adopted by the Board, or a Class V Highway.

I. Performance Guarantee:

1. Requirements. No final plat filed with the Board shall be approved until the Subdivider shall have filed with the Board an engineer's estimate of costs of streets, public improvements, drainage structures and other utilities or improvements together with maps, plans, and supporting data, accompanied by either:
 - a. A surety bond issued by a surety company authorized to do business in New Hampshire, to be filed with the Board in form and amount satisfactory to the Board;
 - b. Cash, certified or bank check or savings bank book properly endorsed to the Town, in an amount to be determined by the Board and to be deposited with it;
 - c. The amount of such performance guarantees shall include fees for inspection of improvements by the appropriate Town agents, including the engineer's fee as required by Section X, F.
2. Time. Approval of a final plat shall contain a time limit within which streets and improvements shall be completed. Such time limit shall not exceed three (3) years.
3. Utilities. In the case of electric lines or other utilities to be installed by a public utility corporation or a municipal department, a statement shall be received in writing from such public utility, corporation or municipal department that the work will be done within a reasonable time and without expense to the Town, and that the utilities will be placed underground if this has been agreed.
4. Release. The performance guaranty shall not be released until the Board has certified completion of the streets, public utilities and improvements in accordance with the approved plat. Surety covering maintenance of roads and improvements may be required for the period of two (2) years from completion. The amount of surety shall be based on the cost of such improvements as approved by the Board.
5. Engineer Fee. A fee of ten (10%) percent of the original amount of the performance guaranty shall be paid to the Town prior to any construction to defray the Town's cost of professional engineering to supervise the work. Any monies not so expended shall be returned to the Subdivider.
6. Septic System Bond. Prior to issuance of a building permit the Board of Selectmen may, if it deems it necessary, require the applicant for the building permit to post a bond in such amount as they deem reasonable in order to guarantee completion of the septic system as required by Section IX hereof and the fee for inspection of the system by the Town Engineer and/or Building Inspector.

J. Monuments:

1. Location. Permanent survey monuments shall be set in the boundary of rights-of-way at intersecting streets, point of curvature and point of tangency of curves. The point of intersection of short curves may be used instead where such is practical at the discretion of the Engineer. Monuments shall be placed on one side of the street only and at only one corner of intersecting streets. Adjacent monumented points shall be inter-visible.
2. Time to Set. No permanent monuments shall be set until all construction which would disturb or destroy the monuments is completed.
3. Reference. If practical, monuments shall be tied into a public street intersection, U.S.G.S. benchmark or other recognized existing monument. Monument locations shall be shown and properly dimensioned on the final plat.
4. Construction. Monuments shall be a stone, concrete or other material acceptable to the Engineer and not less than four (4") inches in diameter or square, and not less than twenty-four (24") inches long. Concrete monuments shall be reinforced with steel rods and a plug, brass plate or pin shall serve as the point of reference. If stone, a drilled hole

shall serve as the point of reference and a magnetic rod or other suitable metal shall be placed adjacent to the monument to allow for recovery.

5. Iron Pipes. Iron pipes shall not be considered permanent monuments for the purpose of these regulations.
6. Setting. All bounds shall be set by, a registered engineer or land surveyor.

K. Open Space:

1. When Required. In subdivisions of twenty (20) acres or more, the Board may, where it deems necessary, require the use of the "Open Space Development Ordinance" as written in Section IX of the Town of Greenfield Zoning Ordinance.
2. Protection of Natural Features. The Subdivider shall preserve all existing trees and shrubbery to the fullest extent possible. Special consideration shall be given to the arrangement and ultimate improvement or development of the lots to this end. Precautions shall also be taken to protect existing trees, shrubbery and vegetation during the construction of roads and utilities.
3. Public Land. Where any land other than that included in public rights-of-way is to be dedicated to the public use, the Subdivider shall not remove any trees from the site without written permission from the Board.
4. Reserve Strips. Reserve strips of land that show intent on the part of the Subdivider to control access to land dedicated or land to be dedicated to public use shall not be permitted.

L. Driveway Regulations:

Pursuant to the provisions of RSA 236, sections 13-14, the following driveway regulations are hereby established for the Town of Greenfield:

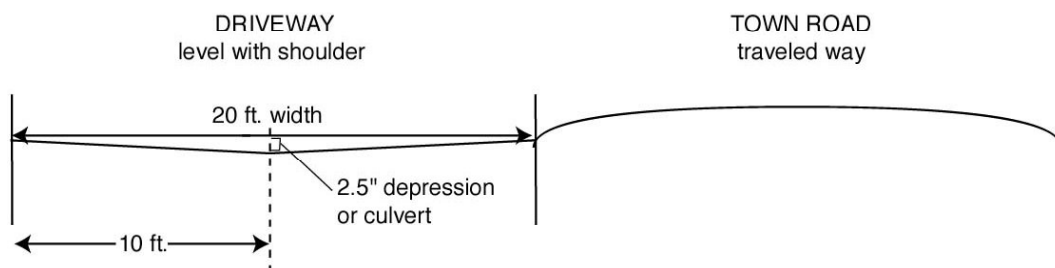
Purpose: To ensure public safety through the orderly control of traffic movement onto and from highways, streets and roadways as well as to provide for the proper and suitable discharge and control of surface drainage in and around driveways.

Definition: The term "driveway" is defined as follows: Any improved or unimproved area serving as an area of access, entrance, exit, or approach from any street to any parcel of land, regardless of public or private ownership.

1. Requirements and Standards for Driveways:

- a. A driveway permit is a prerequisite to a subdivision application or site plan review. The driveway permit is to be issued before a building permit is issued and before any entrance is made to the lot. The only exception allowed to this will be for the purpose of digging test pits for septic system design.
- b. Any driveway bordering on a Class I, II, or III highway also requires a permit from the N.H. Dept. of Public Works & Highways.
- c. No driveway shall be constructed within fifty (50) feet of an intersecting road, or within fifteen (15) feet of an abutting property line.
- d. Driveways shall intersect roadways at an angle of ninety (90) degrees. This requirement may be modified by, the Director of the D.P.W. or the N.H. State Highway Department.
- e. The entrance to the driveway is to be thirty (30) feet minimum width; tapering back to a twenty (20) foot width, twenty (20) feet into the lot from the edge of the traveled surface of the road.

- f. Grade of the driveway shall conform in general to surrounding terrain and shall, as far as practical, not exceed five (5) percent. Grades in excess of five percent will necessitate review by the Director of the D.P.W. to determine impact on the town services.
- g. Storm drainage and sediment control shall be planned in such a way as to adequately protect town roads and permit safe passage, and also to minimize erosion and sedimentation both during and after construction. The applicant/owner shall maintain proper drainage at all times during subdivision construction.
- h. Increased storm water run-off from the proposed driveway to any road shall be restrained or diverted in a manner acceptable to the Director of the D.P.W.
- i. Culverts, ditches, drop inlets and related installations or diversions shall be installed as required. Drop inlet grates are to be of the long-slotted type to permit the passage of leaves. Installation and maintenance of all culverts and drainage structures is the responsibility of the landowner.
- j. Culverts, where required, will be a minimum of fifteen (15) inches in diameter. It is recommended that culverts have twenty-four (24) inches of cover with the minimum allowable cover of twelve (12) inches. Headers to be concrete or stone.
- k. It shall be incumbent on the property owner to insure the culvert and headers be kept in good repair, cleaned in a timely fashion, and reinstalled in the event of frost heaving. Should the property owner fail to perform the maintenance in a timely manner, the town will proceed to do so at the owner's expense if not rectified after a thirty (30) day written notice.
- l. All driveways shall be surfaced equal or better than the road to which it abuts. The driveway shall have a thirty (30) foot wide apron for a depth of twenty (20) feet.
- m. Driveway base must be at least twelve (12) inches of bank run gravel. Driveway surface must be at least six (6) inches of processed gravel.
- n. The driveway entrance, if paved, is to have 1/4 inch per foot grade down from the edge of the traveled surface of the road, ten feet into lot, then back up. NOTE: If unpaved, a one half (1/2) inch per foot grade down from the edge of the traveled surface must be used.



A five (5) inch depression on gravel aprons will be constructed to allow for some sediment build-up between maintenance intervals.

- o. If abutting onto a town road, there shall be a clear line of sight from the end of the driveway, along the town road for distance of at least two hundred (200) feet in both directions. Where possible, one hundred (100') feet per ten (10) MPH of speed limit will be required. The line of sight will be determined from a height of three and one half (3.5) feet at a distance of ten (10) feet from the edge of the town/state road.
- p. Snow removal plans must receive approval in advance.

- q. Upon application to the Planning Board, subject to recommendations of the Director of the D.P.W., the Board may waive any of the foregoing requirements when it is shown that strict compliance would cause undue hardship or is not in the public interest.
 - r. Upon completion of the driveway, it is necessary to notify the Director of the D.P.W. A final inspection is required in order to obtain a Certificate of Occupancy, if applicable.
 - s. The fee for the driveway permit shall be fifteen (\$15.00) dollars.
 - t. The fines for violating any portion of this regulation will be one hundred (\$100.00) dollars per day.
2. Common Driveways:

Common driveways will be permitted in the Town of Greenfield in accordance with the following specifications. The common driveway is defined as that portion of the driveway that provides access to two or more individual parcels. The common driveway becomes a private access at the point at which it provides access to one parcel. A plan and profile shall be prepared by a licensed professional engineer and submitted for approval by the Planning Board.

- a. Number of Lots. A maximum of two (2) lots can be served by one (1) common driveway.
- b. Length. The common portion of the driveway should be kept to a minimum and shall not exceed six hundred (600) feet in length. The individual private extensions leading from the common driveway are not restricted by this section.
- c. Design. Common driveways shall be designed and built in accordance with the approved subdivision plan to allow for the passage of all vehicles expected to use the driveway year round. Common driveways shall follow all of the regulations and specifications of Standard Driveway regulations, with the following additional requirements:
 - 1) The traveled way shall be a minimum of twenty (20) feet with two (2) foot shoulders on each side.
 - 2) Maximum grade shall be eight (8) percent.
 - 3) No grade in excess of three (3%) percent shall be permitted within one hundred (100) feet of any intersection with a town road providing access to a subdivision.
 - 4) The driveway may be gravel or paved. A minimum gravel base of twelve inches (gravel) shall have no aggregate larger than six (6) inches, shall be required. If unpaved, an additional six (6) inch wearing surface shall be compacted, dense, graded, crushed gravel.
 - 5) A hammerhead turnaround will be required at the termination of the common driveway, or other turnaround deemed acceptable by the Director of DPW. This turnaround is for road maintenance and emergency vehicle use only and is not to be used for parking. This turnaround must be kept clear of snow in the winter.
 - 6) Common Driveway Identification. A permanent granite marker, of the dimensions five (5') feet in height from grade level, two (2') feet in width and seven (7") inches in depth, shall be placed two and one half (2.5') feet below grade level at the end of the driveway where it meets the public way, and shall be single faced placed parallel to the road. The marker shall be engraved with a diagram of the driveways showing location and street number. The bottom edge of the diagram shall be a minimum of thirty (30") inches above the finished grade. Lettering must have a minimum size of three (3) inches and a maximum size of four (4) inches and must be painted black or another contrasting color.

- d. Building Permits. The common driveway must be completed. Drainage, crushed gravel, grading, and all identification markers must be installed prior to the issuance of any building permit. The Code Enforcement Officer and the Director of the D.P.W. will inspect the common driveway prior to the issuance of any building permit.

M. Site Inspections:

Whenever the Board deems it necessary for the consideration of an application to visit the site, the Board shall request permission from the applicant. Inclusion of the public at the site inspection is at the discretion of the applicant. Such a site inspection shall be posted as a meeting of the Board pursuant to the Right-to-Know provisions of RSA 91-A. If there is a quorum present at the site inspection, minutes shall be kept. All applications are conditioned upon the owner allowing access to the property to the extent reasonable and necessary to properly review the application. Denial of access automatically terminates any further consideration of the proposal.

N. Concurrent and Joint Hearings:

The applicant may request a joint hearing with one or more land use boards in conjunction with a subdivision hearing if all are required for the same project.

SECTION VI. PLAT AND LAYOUT REQUIREMENTS

A. Minor Subdivision:

Submission procedure and documents shall be the same as are required for the preliminary layout and the final plat with the following exception:

The Board may in its sole discretion waive, upon request by the Subdivider, the requirement of existing and proposed contours; existing and proposed plans for telephone, electricity and gas utilities; proposed storm drainage, drainage analysis map and watershed computations; proposed methods of supplying water; statement of purpose; and soil data.

B. Preliminary Layout:

1. Plat Form: The Subdivider shall file with the Board, six (6) paper copies of the preliminary layout. Dimensions may be approximate but shall be sufficiently clear to illustrate all conditions and establish the basis for, and clarify the design requirements for the subdivision final plat. The map scale may vary depending on the size of the subdivision, or on the part of the subdivision shown on the plan, in accordance with the following table:

Fifty (50) feet to the inch up to five (5) acres,
One hundred (100) feet to the inch up to ten (10) acres,
Two hundred (200) feet to the inch up to two hundred (200) acres,
Four hundred (400) feet to the inch over two hundred (200) acres.

The outside dimensions of the sheets on which plats are presented shall be as specified by the Hillsborough County Register of Deeds, with separate sheets numbered and showing their relationship to one another. A margin of at least one inch shall be provided outside ruled borderlines on three sides and of at least two inches along the left side for binding.

2. General Requirements: The preliminary layout submission shall contain or be accompanied by the following plans, maps and information:
 - a. Proposed subdivision name; name and address of owner of record; name and address of designer, planner or surveyor; date; north arrow and bar scale. A clear statement in writing of the purposes of the proposed subdivision with the names and

addresses of all individuals, corporate or other entities, have an interest therein or having liens thereon.

- b. Boundaries and area of the entire parcel being subdivided, whether or not all land therein is to be subdivided. In whatever manner is practical, the subdivision boundary shall be referenced to some point, i.e., public street intersection or U.S.G.S. benchmark. Dates of any revisions shall be included. Where only a small portion of a large parcel is to be subdivided, the Board can waive an accurate and detailed survey of the remainder of the large parcel.
 - c. Names and addresses of owners of record of abutting properties, abutting subdivision names (including those who abut across a road or a town line). Such names and addresses shall be on the plat (RSA 36:23). Book and page reference numbers for recorded deeds shall be given for land within and abutting the subdivision.
 - d. All subdivisions and buildings within one hundred (100) feet of the parcel to be subdivided and intersecting roads and driveways within two hundred (200) feet of the parcel to be subdivided.
 - e. Locus plan showing general location of the total tract within the town and the zoning district(s).
 - f. Name and seal of engineer and/or land surveyor licensed by the State of New Hampshire.
 - g. Existing and future subdivisions, if any, in and adjacent to the subject subdivision.
 - h. Soil Data. The soil types for the entire piece of land shall be delineated on the plan in accordance with the National Cooperative Soil Survey. The rock information provided on the plan shall be certified on the plan. A legend shall show map symbols, soil names, depth to seasonal high water tables, depth to bedrock, permeability, soil limitations and such other information deemed appropriate for determining whether land is suitable for development and/or to identify areas that require specific design and construction techniques.
 - i. Existing and proposed lot lines, angles and dimensions, lot sizes in square feet and acres and consecutive numbering of lots.
 - j. Location of percolation tests and test results, location of seventy-five (75) foot well radius and four thousand (4,000) square foot septic area.
3. Roads:
- a. Existing and proposed road right-of-way lines, widths of roads.
 - b. Construction plans showing all necessary three dimensional data, a statement of the work required on existing streets and proposed streets to met the minimum standards set herein, including cost estimates.
 - c. All other information and documentation required by Section VII.
4. Natural and Man-Made Features:
- a. Location of existing and proposed easements, deed restrictions, buildings, accessory buildings, building setback lines, parks and other open space, watercourses and direction of flow, flood prone areas, large trees (if practical), foliage lines (if practical), and significant natural and man-made features, storm water drainage lines, drainage structures and drainage ways.

- b. A statement and contours with sufficient detail to clearly indicate methods of sanitary sewage disposal and water supply.
 - c. Watershed areas, preliminary drainage plans and preliminary drainage computations.
 - d. Location and plans for all existing and proposed utilities including water mains, gas mains, telephone and electric, on and adjacent to the land to be subdivided.
 - e. All other information and documentation required by Section IX.
5. Zoning:
- a. Boundaries and designations of Zoning Districts lying within the subdivision.
 - b. A statement as to the compliance of the proposed lots with zoning requirements. If any lots do not comply but are covered by zoning variances/special exceptions, the statement should include reference to such variance/special exception.
6. Subdivision Grading and Drainage Plan:
- a. If required by the Board, a proposed "as built" contour map including contours of existing grade at intervals of not more than twenty (20) feet. Intervals less than twenty (20) feet may be required depending on the character of the topography. Contour lines shall extend a minimum of one hundred (100) feet beyond the subdivision boundary.
 - b. If required by the Board, identification, location, elevation, grades and/or contours at intervals of not more than five (5) feet (less interval may be required depending on topography) for existing and proposed drainage ways, drainage easements, drainage structures and water bodies.
 - c. Identification and relative location of proposed soil erosion and sediment control measures and structures.
 - d. Drawings and specifications for each proposed soil erosion and sediment control measure and structure in accordance with guidelines of the Town and County Conservation District (see Guides for Erosion and Sediment Control in Developing Areas in New Hampshire by USSGS).
 - e. Drawings, details and specifications for proposed flood hazard prevention measures and structures and for proposed storm water retention basins.
 - f. Slope stabilization details and specifications.
 - g. A timing schedule indicating the anticipated starting and completion dates of the subdivision development and the time of exposure of each area prior to the completion of effective soil erosion and sediment control measures.
- NOTE: The Subdivider shall bear the final responsibility for the installation and construction of all required drainage, slope stabilization, soil erosion and sediment control measures and structures according to the provisions of these regulations.
- h. All other information and documents required by Section VIII.
6. Approvals: Approvals, as prescribed by law, from any other municipal, state or federal agency, which may have jurisdiction.

C. Final Plat:

- 1. Plat Form: The final plat, submitted for approval and subsequent recording, shall be drawn in ink on tracing cloth or reproduced on Mylar. In addition, six (6) blue or black

line paper copies shall also be submitted. If more than one sheet of tracing cloth is required to show the entire subdivision in its entirety, an additional map must also be drawn showing the entire subdivision using the appropriate scale. The size of the sheet and the margins shall be as required for the preliminary plat. Adequate space shall be available on the plat for writing.

2. General Requirements: The final plat shall contain or be accompanied by all the information and maps required in the preliminary layout phase in addition to the following maps and information:
 - a. Existing and proposed road right-of-way lines, dimensions of tangents, chords and radii, accurate locations of all monuments to be set at road intersections, points of curvature and tangency of curved roads and at angles of lots, names of existing and proposed roads.
 - b. A written acknowledgement of the Subdivider's responsibility for maintenance of easement areas and the assumption by him of liability for injuries and damages that may occur on any land to be dedicated for public use, until such land has been legally accepted by the town.
3. Certification: The following listing of certification shall be affixed to the final plat and minor subdivision final plat (when applicable), together with the appropriate signatures and seal (when available) prior to the approval by the Board.
 - a. It is hereby certified that the lands subdivided on the plat are owned by title of record and that consent to the approval of said plan is given.

Date

Signature of Owner

- b. I hereby certify that this map and survey has been made under my supervision. The date of the survey was:

Date

Signature of Surveyor

- c. I hereby certify that a bond has been given to the municipality guaranteeing the construction of all public facilities such as roads, drains and monuments and other appurtenances as shown on this map.

Date

Municipal Clerk

- d. This plat is hereby approved by the Greenfield Planning Board at an official meeting held on _____ and shall be filed on or before _____ with the Hillsborough County Register of Deeds.

Date

Chairman

Secretary

SECTION VII. ROADS

A. General:

Every proposed road in a subdivision shall be laid out, constructed and paved, and all bridges, culverts, drainage structures, storm sewer, gutters, drainage ditches, and other improvements required by the subdivision plat and accompanying documents, shall be installed in conformance with the following requirements, improvements and design standards:

1. Design:

- a. Proposed roads shall be in harmony and conformance with existing and proposed roads, as shown on the Town's Master Plan or official map, if any.
- b. Road patterns shall be attractively designed and, giving due consideration to the natural contours and features of the terrain, will, where practical within the standards set forth in the Zoning Ordinance, consider aesthetic values. The rigid, straight line, city block pattern of roads shall be discouraged.
- c. Where required by the Board, provision shall be made for the extension of the road pattern to abutting undeveloped property.
- d. Local residential roads shall be designed so as to facilitate access for fire fighting and snow removal equipment and the provisions of other public services.
- e. Roads shall be designed to discourage shortcut through traffic.

2. Existing Roads:

- a. Where a proposed subdivision abuts an existing subdivision, the Subdivider shall, as practicable, design the road system of the proposed subdivision to connect with dead-end roads of the existing subdivision.
- b. The plan of any proposed subdivision shall show all work required to connect and complete the improvements and utilities between the proposed road pattern and any connecting road in an existing subdivision.
- c. Subdivisions adjoining or including existing roads, which do not conform to width and other conditions as required by these regulations may be required to dedicate sufficient land to bring such roads into conformity.
- d. For subdivisions that require construction of new roads, the Board may require that any existing road which provides either frontage to new lots or access to new roads shall meet the minimum standards established in this Section for such roads. Where a subdivision requires undue expenditures by the Town to improve existing roads for conformance with minimum requirements, the Board may disapprove such subdivision until the Board of Selectmen shall certify that funds for such improvements have been assured by the Town, or the Subdivider may be required by the Board to bring such roads into conformance with these regulations.

3. Names: Road names shall be designated by the Board, subject to approval of the Board of Selectmen and the Town.

4. Signs: Signs as approved by the Board of Selectmen bearing the roads' names shall be installed and paid for by the developer.

B. Design and Technical Standards:

1. Access Routes:

- a. A written permit, issued by the State's Commissioner of Public Works and Highways, must be obtained for the construction or alteration of any driveway, entrance, exit or approach within the limits of the right-of-way of any Class I or Class III Highway, or the State-maintained portion of a Class II Highway (RSA 249:17).
 - b. The location and construction of any driveway connecting with a proposed or accepted town road shall not be completed until final inspection and approval by the Engineer or his representative to insure proper drainage both of the lot and the street.
2. Benchmarks: A permanent reinforced concrete marker shall be placed at the edge of each road boundary at their terminus of the subdivision as reference for all locations and elevations. All benchmarks should be in reference to a U.S.G.S. survey.
3. Crowns: Crowns of road surfaces shall be one quarter (1/4) inch per foot.
4. Dead End Roads:
 - a. Temporary or permanent dead end roads shall be avoided wherever possible and in no case shall exceed six hundred (600) feet in length and shall terminate in a suitable hammerhead turnaround as required by the Board.
 - b. In the base of a temporary dead end road, where future extension to another outlet is approved by the Board, the full width of the right-of-way to the subdivision property line shall be reserved as a road right-of-way.
 - c. If a dead end road is of a temporary nature, a suitable turnaround with a right-of-way radius of at least fifty (50) feet shall be provided, and provisions shall be made for future extension of the road through to adjacent property and reversion of the excess right-of-way to the adjoining properties.
5. Road with a Hammerhead Turnaround (see Appendix B):
 - a. Each road leading to a hammerhead turnaround shall be surfaced to a minimum of twenty-four (24) feet.
 - b. The hammerhead shall have dimensions as prescribed in Appendix B.
6. Grades:
 - a. No grade in excess of three (3%) percent shall be permitted within one hundred (100) feet of any intersection with a Town road providing access to a subdivision.
 - b. No grade in excess of five (5%) percent shall be permitted within one hundred (100) feet of any intersection within a subdivision.
 - c. No grade less than one half of one (0.5%) percent or in excess of eight (8%) percent shall be permitted on any street within a subdivision.
7. Grade Changes: All changes in grade shall be connected with vertical curves of at least two hundred (200) feet in length to provide a smooth transition and proper sight distance. A grade should not change for a distance of at least two hundred (200) feet unless approved by the Engineer because of difficult terrain or at intersections.
8. Intersections:
 - a. No two roads shall be permitted to intersect at an angle of less than seventy-five (75) degrees.
 - b. Property lines at road intersections shall be rounded to provide a property line radius of not less than twenty (20) feet.

- c. No structure or planting shall impair corner visibility.
 - d. Multiple intersections involving a junction of more than two roads shall not be allowed.
 - e. Four-way intersections shall be avoided on local and collector roads.
 - f. Intersecting local and collector road pavements shall have a paved transitional area with a minimum radius of thirty (30) feet at all corners to accommodate turning movements.
9. Jogs: The minimum distance between centerline offsets at road jogs shall be one hundred fifty (150) feet.
10. Pedestrian Travelways:
- a. Where necessary in the judgement of the Board, rights-of-way for pedestrian travel and access may be required between subdivisions or their parts, or between a subdivision and public property.
 - b. Sidewalks, bicycle paths or combination sidewalk/bicycle paths may be required if deemed necessary by the Board (e.g. in cluster or densely concentrated developments).
11. Reserve Strips: No subdivision showing reserve strips controlling access to streets shall be approved unless the land included in such reserve strips has been dedicated to the public use under conditions approved by the Board.
12. Right-of-Way: No road right-of-way shall be less than fifty (50) feet in width and may be required to be more if, in the opinion of the Board, such extra width is required due to large cuts or fills, or on cul-de-sacs.
13. Roadway Width: Centerline of roadways shall coincide with centerline of street right-of-way. The traveled surface of the roadway shall be paved to a width of twenty-four (24) feet.
14. Shoulders: Shoulder width will be a minimum of four (4) feet. Shoulder slopes shall not be greater than 2:1 - - two (2) feet horizontally, for one (1) foot vertically.
15. Lighting: The Board may require the installation of street lighting in any subdivision where it deems necessary.
16. Tangents: A tangent of at least one hundred (100) feet in length shall be introduced between reverse curves on all proposed streets.
- C. Road Specifications:
(Reference should be made to the typical Cross-sections Appendix C & D)
1. Site Preparation:
- a. Stakes.
 - (1) It shall be the responsibility of the developer to have grade stakes put in at fifty (50) foot intervals. Each stake shall be driven firmly beyond the toe or top of the slope in a location where it will not be disturbed by construction operations and be clearly marked to give the following information:
 - (a) Station;
 - (b) Offset from centerlines;
 - (c) Cut or fill to finished centerline grade.

- (2) The developer shall preserve the grade stakes until the completion of the streets and if stakes are removed or destroyed so that the Engineer cannot readily check the grade at any location, the stakes shall be replaced at the expense of the developer.
 - (3) Limits of clearing shall be marked by stakes or flagging. Distances from the centerline to be obtained from the cross-sections.
- b. Clearing and Grubbing:
- (1) Except for those tree specifically designated and approved by the Board, all trees and brush within the right-of-way lines or the slope lines, whichever is the farthest from the centerline, shall be cut, and either removed from the right-of-way.
 - (2) All stumps and large roots shall be removed from all cuts and to a depth of four (4) feet below finished grade in fills. Stumps below four (4) feet shall be cut off within six (6) inches of the existing ground surface. Stumps and roots shall be disposed of outside the right-of-way.
 - (3) Loam, forest litter, sod, muck, silt or other unsuitable material shall be removed below the limits of the roadbed to such depth as necessary to provide a stable sub-base.
 - (4) Under no circumstances shall any wood, limbs, stumps, brush or other unsuitable materials be placed under or allowed to remain within the limits of the roadbed.
 - (5) Topsoil removed during the course of construction will be stockpiled and used within the limits of the right-of-way or elsewhere within the subdivision as necessary to landscape or cover. Redistributed topsoil shall be stabilized by seeding and mulching or planting. No topsoil shall be removed from the subdivision site.
- c. Excavation and Filled Roadbeds:
- (1) Excavation shall consist of removing earth or ledge to a depth of 1.60 feet in clay and 2.10 feet in marine soils below the finish grade shown on the final profile and to the approved typical section.
 - (2) Filled roadbeds and embankments shall be formed by spreading successive layers not greater than six (6) inches in depth. Each layer shall be satisfactorily compacted to a density of at least ninety-five (95%) percent of maximum density before another is begun. Broken ledge may be used in layers up to four (4) feet in thickness, and the voids in each layer shall be filled up with earth or spalls.
 - (3) Material containing loam, forest litter, large roots, stumps or other wood, muck, silt, clay or other substance which will not make a stable embankment will not be acceptable for the construction of fills.
 - (4) Where filled roadbeds and embankments are to be made over ground which will not support construction equipment the first layer may be made of a thickness of up to five (5) feet.
 - (5) Broken ledge shall not be placed within two (2) feet below sub-grade.
 - (6) Ledge fragments or boulders larger than one-half cubic yard shall not be placed within two (2) feet of the subgrade.
 - (7) Any slope resulting from excavation or fill shall be covered with loam or humus to an average depth of two and one half (2-1/2) inches, seeded with slope seed,

Type 33, and mulched with hay at the rate of one ton per acre (see State of New Hampshire Highway Specifications).

2. Base Course:

- a. Bank Run Gravel. Before spreading any gravel the subgrade shall have been brought to the required elevation and cross section and thoroughly compacted, free from holes and ruts. Bank run gravel shall consist of the following gradations: twenty-five (25) to seventy (70) percent shall pass the Number 4 sieve, and not more than fifteen percent (15) of the material passing the Number 4 sieve shall pass the Number 200 sieve. No stones or rock fragments will be permitted which cannot be incorporated in a six (6) inch layer. Bank run gravel shall be placed in six (6) inch lifts and compacted to a minimum ninety-five (95%) percent compaction. A rubber tire roller may be ordered upon recommendation of the engineer in order to achieve compaction.
- b. Fine Grading. Fine grading will not be initiated until bank run gravel has been approved and not before forty-eight (48) hours to street paving unless all traffic can be kept off fine grading section until such time as street paving is done. All shoulder and ditch work, or any other excavation in the right-of-way shall be completed before final grading can begin.

(1) Required Grading Crushed Gravel:

<u>Sieve Size</u>	<u>Percentage by Weight Passing</u>
3"	100
2"	95-100
1"	55-85
No. 4	27-52
No. 200 (based on fraction passing the No. 4)	0-15

- (2) At least fifty (50) percent by weight of the materials retained on the one (1) inch sieve shall have a fractured face.

c. Placing of Sand, Gravel or Crushed Gravel:

- (1) The sub grade shall be to the specified crown and grade and maintained in a smooth condition, free from holes and ruts. If the hauling equipment should cause ruts in the subgrade or previously placed base course, the equipment shall be operated only on the course being placed, behind the spreading equipment.
- (2) Care shall be taken to avoid segregation when placing gravel and crushed gravel. When base course material is dumped in piles, it shall be dumped on the course being placed, and spread at once into the previously placed layer. If spreading equipment is not available, dumping will not be permitted. Any segregation, which occurs shall be remedied or the materials removed and replaced at no additional cost to the Town.
- (3) Each entire layer of gravel shall be scarified for the top two thirds (2/3) of the layer to bring all oversized stones to the surface for disposal prior to placing the subsequent course. Such scarifying will not be required when the contractor's method of operation is such that oversized stones are not delivered to the project.
- (4) Prior to fine grading, hard spots in the surface of the top layer shall be eliminated by scarifying the top four (4) inches.

- (5) Stones having any dimension greater than three (3) inches shall be removed from the upper four (4) inches of the top layer of gravel when the gravel is to be surface-treated and no pavement is to be laid upon it.
- (6) Previously tested and accepted materials contaminated by earthen, organic or other foreign matter, or degraded by hauling equipment, to such an extent that the materials cease to meet the requirements, shall be removed and replaced, or otherwise made acceptable at the contractor's expense.

3. Fine Grading Procedure.

- a. Prior to the start of fine grading the contractor shall stake out the centerline of the road at fifty (50) foot intervals and at all centerlines of catch basins and culverts. Stakes shall be flagged in blue showing crushed gravel grade and corresponding slope grade on side stakes. These stakes and grades shall be kept throughout fine grading operation in order to check proper alignment and crown in the road, and shall not be pulled until ordered by the Engineer.
 - b. The contractor shall have the following pieces of equipment on site before starting fine grading:
 - (1) Grader with straight edge blade.
 - (2) Water truck.
 - (3) 8 – 12 ton steel roller.
 - (4) Drag boom.
 - c. Grades shall be checked and rechecked during final grading in order to get a uniform grade. The grades shall be maintained in front of the water truck and rollers in order to get grade and essential compaction. The Engineer will check crown and compaction at random points and will approve fine grading. Once approved, this grade shall be undisturbed until paved.
4. Road Surfaces: All streets shall be surfaced with crushed gravel (subject to the conditions outlined in Section VII, D) or paved with cold, mixed-in-place or hot, plant mix bituminous concrete, in accordance with the following specifications: (Reference should be made to the Typical Cross Sections at Appendix C & D).
- a. Crushed Gravel:
 - (1) Gravel surface shall consist of a minimum of eight (8) inches of crushed gravel (graded to the specifications contained in subparagraph (4) above) placed in layers not more than six (6) inches in depth. Each layer will be compacted to ninety-five (95%) percent density and leveled before the next is added.
 - (2) All gravel roadway areas with greater than five (5) percent slope shall be fine graded and then surface treated with asphalt cutback MC 70 or MC 250. (Reference: See Standard Specifications for Road and Bridge Construction, State of New Hampshire for additional specifications).
 - (3) No gravel road with a slope greater than eight (8) percent shall be allowed under any circumstance.
 - b. Cold, Mixed-in-Place, Bituminous Concrete:
 - (1) Minimum three (3) inches compacted and rolled cold bituminous surfacing, mixed-in-place (two (2) inch base course with aggregate up to one and one half (1½) inches, and one (1) inch wearing course with aggregate up to three quarters (¾) of an inch).

- (2) Seal coat, asphaltic material, one quarter (1/4) gallon per square yard.
- (3) Top dressing; up to three eighths (3/8) inch size, minimum one hundred twenty-five (125) cubic yards per mile.
- c. Hot, Plant Mix, Bituminous Concrete: Paved surface shall consist of a base course and a wearing course of hot bituminous concrete plant mix. The two courses will constitute a minimum compacted depth of three (3) inches as follows:
 - (1) Base Course – two (2) inches, compacted, Type C, ¾ inch:

<u>Sieve Size</u>	<u>Percentage by Weight Passing – Combined Agg</u>
¾"	95 – 100
½"	70 – 92
3/8"	60 – 80
No. 4	42 – 57
No. 10	28 – 38
No. 20	16 – 24
No. 40	9 – 17
No. 80	3 – 11
No. 200	0 – 4

Asphalt Cement: 4.8 – 6.0%

- (2) Wearing Course – one (1) inch, compacted, Type E, ½ inch:

<u>Sieve Size</u>	<u>Percentage by Weight Passing – Combined Agg</u>
½"	95 - 100
3/8"	85 - 95
No. 4	60 - 70
No. 10	38 - 50
No. 20	24 - 32
No. 40	14 - 23
No. 80	6 - 14
No. 100	2 - 6

Asphalt Cement: 6.0 – 7.0%

- (3) In the event the mixtures specified above are unavailable the Engineer will designate suitable substitutes.
- (4) Mixtures shall be placed only when underlying surface is dry and the temperature is above forty (40) degrees Fahrenheit.
- (5) All courses shall be spread by a mechanical spreading and finishing machine.
- (6) Initial rolling shall be done with an 8-12 ton steel roller.
- (7) Mixture, placing, compaction and related surfacing procedures will conform to Manual of Standard Specifications for Road and bridge Construction, State of New Hampshire.
- (8) If, in the opinion of the Engineer, there will be movement and settlement of the binder course, the wearing course will not be applied until the following year. The time period between applying the binder course and the wearing course shall not exceed one year.

5. Curbs:

- a. Curbs shall be installed at all locations where the street grade exceeds five (5) per cent and wherever else the Board may require.
 - b. Curbs shall be a minimum of six (6) inch high Belgian blocks or other suitable stone, and shall meet the requirements of Section 609, "Curbs" of the State of New Hampshire Highway Specifications.
6. Drainage:
- a. Ditches and culverts, where approved, shall be installed as shown on the final plan, profile or typical sections as approved by the Board. If, during construction, it develops that additional drainage pipes or structures are needed, the Planning Board or the Board of Selectmen maintain the right to have them installed before acceptance of the street.
 - b. All cross-culverts buried under more than eight (8) feet of fill shall be made of concrete pipe.
 - c. No part of any culvert or drainage pipe shall be installed above sub grade level.
 - d. Driveway drains shall be installed if their omission will cause standing water in the normal ditch line.
 - e. Catch basins and other drainage structures shall be built to the standards of the New Hampshire Department of Public Works and Highways.
 - f. All pipes shall be laid upon a firm bed, true to line and grade, and back-filled tamped in layers not exceeding eight (8) inches. Care shall be taken that the backfill material within six (6) inches of the pipe is a fine material, which can be compacted. Each section of pipe shall be securely attached to the adjoining section by the approved method for the type of joint being used.
 - g. All ditch lines bordering grades in excess of five per cent shall be lined, to a minimum width across the bottom of the ditch of twenty-four (24) inches, with stones, three (3) to five (5) inches in diameter. The lining shall have a minimum thickness of twelve (12) inches.
7. Cleanup: Before acceptance a road shall be cleaned up, by hand if necessary. To make sure that it shall be left in a neat and acceptable condition, particular attention should be paid to the following:
- a. Shoulders shall be of the required width, the proper contour and brought to the required pitch.
 - b. Ditches shall be of the required depth and pitched to drain and free from obstructions.
 - c. Stones shall not be left lying on shoulders or in ditches.
 - d. All construction stakes, dead brush, rubbish, etc. shall be removed from within the limits of the right-of-way.
 - e. Cut and fill slopes must be stable. Such slopes will be inspected and approved by the Engineer.
 - f. Guard rails or posts shall be installed where there are slopes steeper than four (4) to one (1) and witness posts painted with reflectors, as specified by the Engineer, shall be placed at both ends of each culvert.

8. Maintenance: The developer shall maintain and improve any new road for two (2) years after its completion and approval by the Engineer. At the end of that time, the Engineer will conduct his final inspection of the road, and if satisfied that no further modifications or improvements are required to meet standards, will recommend its final acceptance to the Board.

D. Conditions for Allowance of Gravel Covered Road:

1. Approval by Board: A gravel surfaced roadway (as specified in Paragraph C, 4, a of this Section) may be installed if the sole discretion of the Board such a surface is appropriate and functional and all conditions of the regulations relating to the construction and approval of such surface are met.
2. Trust Account: All Subdividers who opt for use of gravel surface road shall be required to set up a separate trust account. This trust account shall be funded in the amount by which the cost of completion of a paved surface road under these specifications is greater than the cost of completion of a gravel surface road. The determination of this difference in costs shall be made by, the Board and Engineer after consultation with the Subdivider. The trust account will be administered by, the Town's Trustees of Trust Funds. The income generated by the fund shall be applied to improve and maintain the gravel surfaced road within the subdivision, or, should the road be paved, this fund may be applied, in part or entirely, to the cost of the paving.

SECTION VIII. DRAINAGE

Requirements:

In order to avoid improper drainage and erosion all subdivisions (including Minor Subdivision unless waived by the Board) shall conform to the following requirements:

An adequate surface storm water drainage system for the entire sub-division area shall be provided. (This requirement may be waived by the Board for Minor Subdivisions). No storm drainage shall be carried to existing watercourses, or connect to existing storm drains unless specifically allowed by the Board. No new drainage ways shall be created unless necessary easements are obtained. No increase in surface runoff shall be permitted if such increased runoff passes beyond the property lines of the parcel upon which such development occurs, unless it is within an approved public storm drainage system.

1. Storm sewers and subdivision drainage facilities shall be based upon a design flow with a minimum return interval of a 25-year/24-hour storm. Potential hazard structures, such as holding ponds, sedimentation ponds, etc. shall be designed to 50-year/24-hour storm standards, in accordance with the Soil Conservation Service handbook entitled, "Urban Hydrology for Small Watersheds, Technical Release #5" as amended.
2. Stripping of vegetation, regarding or other development shall be done in such a way that will minimize soil erosion. The disturbed area shall be kept to a minimum and the duration of the exposure shall be under a maximum of six (6) months. Temporary seedings and/or mulching shall be used to protect exposed critical areas during development. Whenever practical, natural vegetation shall be retained, protected, and supplemented.
3. Provisions shall be made to accommodate the increased runoff caused by changed soil and surface conditions during and after development. Sediment in the runoff water shall be trapped by the use of sediment basins or other acceptable methods, until the disturbed area is stabilized. Diversions, sediment retention basins, and so forth, shall be constructed prior to any on-site grading or disturbance of existing surface material.
4. All erosion and drainage requiring construction shall be supervised by the Engineer and the Board may require a bond be posted to satisfy completion of these requirements pursuant to Section V, N.

SECTION IX. SEWAGE DISPOSAL AND WATER SUPPLY

In order to avoid improper sewage disposal and insufficient or polluted water supplies, all subdivisions (including Minor Subdivision unless waived by the Board) shall conform to the following requirements:

A. General:

Safe disposal of all human and domestic wastes is necessary to protect the health of the individual family and the community to prevent the occurrences of nuisances. To accomplish satisfactory results, such wastes must be disposed of so that:

1. They will not contaminate any drinking water supply.
2. They will not give rise to a public health hazard by being accessible to insects, rodents, or other possible carriers, which may come into contact with food or drinking water.
3. They will not give rise to a public health hazard by being accessible to children.
4. They will not violate laws or regulations governing water pollution or sewage disposal.
5. They will not pollute or contaminate the waters of any bathing beach, fish breeding ground, aquifer, or stream used for public or domestic water supply purposes, or for recreational purposes.
6. They will not give rise to a nuisance due to odor or unsightly appearance.

B. State Approval:

The Subdivider is required to submit evidence that he has obtained from the State Water Supply and Pollution control Commission approval for his Preliminary Layout, Final Plat, and Minor Subdivision Final Plat as the case may be, if such approval is required by the State, or if the Board deems this necessary due to the presence of soils which would impose severe limitations on sewage disposal systems. Where such Commission refuses to act on such application, a waiver by such Commission may satisfy this requirement. However, no such approval or waiver shall constitute more than compliance with this particular requirement of the sewerage facilities requirements of these regulations. Subdividers shall be required to meet all requirements of these regulations to the extent they exceed or are in addition to the State requirements.

C. Common System:

If poor drainage or other conditions unfavorable to individual septic tank systems are found by the Board to exist, the Board may at its discretion allow the Subdivider at his own expense to install a central sewage treatment system of such type and construction as it deems satisfactory to serve the whole, or any part, of the proposed subdivision. Any such treatment plant requirement must also have the approval of the State Division of Public Health Services, pursuant to RSA 148:25 before the plan can be finally approved, and when the Subdivider produces evidence of such Division's approval such treatment plant shall constitute a part of the Board's requirements for approval of the particular subdivision and the whole, or a summary, of such requirements shall be endorsed upon the plat before it is finally approved. Any such system must conform to the standards, regulations, and policies of the Town and State regulations, both regarding ownership and maintenance.

D. Percolation Tests:

In addition to the state approval required above, it shall be the responsibility of the Subdivider to provide evidence (percolation and other test results as required) to the Board concerning his solution to the sewage disposal problem. At least one (1) percolation test may be

required for each lot in the proposed subdivision. At the discretion of the Board, either the Building Inspector or other representative appointed by the Board shall be present when the test is taken. A fee of twenty-five (\$25.00) dollars per lot tested shall be paid prior to the taking of the test to the Board or its designee to defray the costs of reviewing the test. The plat shall designate the location on each such lot where each percolation test was made, and the date and results of each such test. A certified record of these tests made by a Registered Professional Engineer qualified to make such test shall be submitted with the Preliminary Layout or Minor Subdivision Final Plat and the Final Plat: The costs of such tests shall be paid by the Subdivider. The procedures for taking and analyzing such tests are outlined in "Guide for the Successful Design of Small Sewage Disposal Systems", issued by the New Hampshire Water Supply and Pollution Control Commission, 1974, as amended or revised to date. The board reserves the right to reject any such tests and the right to make independent tests whenever circumstances appear to warrant such procedure. The time for taking percolation test may be set by the Board.

E. Failure of Percolation Test:

When percolation rates in the area proposed for the sewerage system are between one (1) and two (2) inches per hour, or such as to create a potential health hazard, separate sewerage systems shall not be permitted on lots of less than eighty thousand (80,000) square feet in size. When percolation rate is less than 1 inch per hour, no septic tank shall be permitted, but as an alternative the Subdivider shall be permitted to install a centralized sewerage system for the subdivision in accordance with subsection C above.

F. Design:

Design and construction of all sewerage facilities shall conform to reasonable standards established by the Board, which for the purposes of these Regulations are established as the standards and specifications for "Guide for the Successful Design of Small Sewage Disposal Systems", as issued by the New Hampshire Water Supply and Pollution Control Commission, 1974, and subsequent amendments or revisions of the same which are hereby adopted as the minimum standards and requirements for private (individual) sewage disposal systems for the Town. It is the purpose and intent of this paragraph to grant to the Town independent authority to enforce, apply and interpret the standards and specifications for private sewage disposal systems, and the Town and this Board shall be in no manner bound by the approval or other action of any state agency as to the whole or any part of such system or systems as to any lot, subdivision or nonresidential site it may consider or review under these regulations.

G. Utilizing High Intensity Soil Surveys:

In addition to any other town and state sewage disposal requirements for local subdivision and site plan reviews or wetland zoning compliance, the following regulations shall apply to all subdivision on which an on-site septic tank and leach field system are to be used for sewage disposal.

1. Ground control shall be marked by the applicant, both on the site and on the plat map(s). The ground control shall consist of numbered flags, stakes, walls, trees or other easily identifiable points on the property. These points will be well distributed throughout the site at the density of not less than four (4) points per acre. The numbered points must be identified by number on the plat plan. The purpose of this requirement is to provide easy identification for all parties required or interested in examining the site.
2. The location of all existing and proposed buildings, accessory buildings, driveways, sewer lines, water lines, and public and private roads and driveways on the site, and the general location of such features within one hundred (100) feet of its boundaries, shall be indicated on the plat plan.
3. High Intensity Soils (HIS) maps are to be provided for all site plans and for subdivisions. This provision and the requirement for ground control marking may be waived by the Planning Board but only after an adequate review of soil maps and relevant information

indicates that all lots have soils suitable for the installation of on-site sewage disposal systems.

4. The HIS maps shall be prepared by a soils scientist who is currently on the list of Qualified Scientists adopted by the New Hampshire State Conservation Committee.
5. A paper copy of the HIS survey shall be provided to the Planning Board. In addition to the soils information provided by the survey, the map shall have on it the following:
 - a. The signature of the qualified soils scientist;
 - b. Any qualifying notes made by the soil scientist.
6. If a soils classification provided on the HIS map is in dispute, the Planning Board may request a verification of the soils.
7. A four thousand (4,000) square foot leach field area or an area two (2) times the required leach field area (which ever is greater) shall be designated and reserved on each lot.
8. The designated leach field area must be left open and is not to be used for the sitting of any incompatible purpose, including but not limited to, a driveway or structures of any type. A parking area may be located over the designated leach field when chambered systems are to be used.
9. The designated leach field area shall be set back seventy-five (75) feet from:
 - a. Poorly and very poorly drained soils (wetland soils);
 - b. Drainage ways, natural or man-made, perennial or intermittent;
 - c. Open drainage structures intended to convey water, intermittently or perennially, including but not limited to roadside ditches, culvert openings, diversions and swales.
10. In addition, the designated leach field area shall be set back as required in the following paragraph from:
 - a. Naturally deposited soils which have a seasonal high water table less than six inches from the surface;
 - b. Naturally deposited soils which have an impermeable layer closer than two feet to the surface;
 - c. Naturally deposited soils which have bedrock less than three feet below the surface.
11. The designated leach field area is required to be set back from all of the areas specified in paragraph 10 as follows:
 - a. Seventy-five feet if the designated leach field area is entirely located in well-drained soil without a restrictive layer, or well-drained soil with a restrictive layer and slopes of less than eight (8%) percent;
 - b. One hundred feet if the designated leach field area is entirely or partially located in somewhat poorly drained soils, or soils with a restrictive layer and slope of eight (8%) percent or greater.
12. In areas where the HIS survey indicates bedrock at less than three feet from the surface, sufficient test pits shall be made to ensure that the setback requirements established in paragraphs 10 and 11 can be met.
13. The designated leach field area may not be placed on areas with finished slopes of over twenty-five (25%) percent.

14. The requirements in paragraphs 1, 2 & 3 above may be waived by the Planning Board when the following two conditions are met:
 - a. All the lots in the proposed subdivision contain at least ten (10) acres. If one of the lots in the subdivision already contains a residential building with an existing septic system, this particular lot does not have to meet this ten (10) acre minimum size.
 - b. The Planning Board, after a careful review of all factors concludes that the proposed subdivision will not be a threat to the groundwater.

H. Flood Plain:

1. The Board will review the proposed subdivision to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
2. The Board shall require that all subdivision proposals and other proposed new developments greater than fifty (50) lots or five (5) acres, whichever is the lesser, include within such proposals base flood elevation data. Sufficient evidence (construction drawing, grading and land treatment plans) shall be submitted so as to allow determination that:
 - a. All such proposals are consistent with the need to minimize flood damage;
 - b. All public utilities and facilities, such as sewer, gas, electrical and water systems are located and constructed to minimize or eliminate flood damage; and
 - c. Adequate drainage is provided so as to reduce exposure to flood hazards.
3. No septic system leaching bed or trench, leaching cesspool or leaching pit shall be allowed on soils subject to flooding, unless the individual or parties responsible for the system can prove the system will (during period of flooding from adjacent streams and rivers) comply with the six basic standards listed above in paragraph A of this Section.
4. Adequate design information shall also be submitted to the Board assuring that new or replacement water systems or sanitary sewage systems are designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, and that on-site water disposal systems are located so as to avoid impairment of them or contamination from them during flooding.

I. Slopes:

Any land area with a natural slope of twelve (12%) percent (12 feet vertical to 100 feet horizontal) or greater shall not be altered or used for the disposal of septic tank effluent, unless the system is designed by a sanitary engineer (registered with the State of New Hampshire) and overcomes the adverse land conditions to the satisfaction of the Board.

J. Failure to Meet Standards:

Where a subdivision of land creates a lot or site that will not meet the minimum standards and design requirements imposed by the State of New Hampshire Water Supply and Pollution Control Commission, municipal regulations, and the requirements listed above, it shall not be approved by the Board.

SECTION X. PERFORMANCE AND INSPECTION OF WORK

A. Standard of Work:

All work necessary for the construction of required improvements shall conform to the requirements of these regulations. Such work shall be performed in good and workmanlike manner, and shall be free from faults and defects. All materials incorporated in such construction shall conform to the requirements of these regulations and shall be of good quality. Any work or materials not conforming to the foregoing standards may be considered defective and rejected by the Engineer. All work and materials rejected by the Engineer as defective shall be removed and corrected by the Subdivider.

B. Inspection:

The Board shall direct the Engineer to be the Town's representative during the construction of required improvements. The Board and Engineer shall at all times have access to the site when work is in preparation and progress. The Engineer will make periodic visits to the site to familiarize him or her self generally with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the requirements of these regulations. The Subdivider shall provide the Board and Engineer in advance with a schedule of work to be performed outside of the Engineer's normal office hours and give the board timely notice before the completion of each major stage in the construction of any required improvement. Upon receipt of said notice the Board shall direct the Engineer to inspect the work so completed prior to completion and the covering thereof, and the Engineer shall make all such inspections with reasonable promptness so as to cause no delay in the work. In particular, the Subdivider shall, in the case of streets, give timely notice to the Board and Engineer when the sub-base material is to be placed, and prior to the placement of pavement material. No underground installation shall be covered until inspected and approved by the Engineer.

C. Notice to Engineer:

The Subdivider shall give the Engineer notice when any required improvement is completed and ready for final inspection. The Engineer will promptly make such inspection and, when he finds that the particular improvement has been fully completed in accordance with the requirements of the regulations, he shall approve the same in writing. Such approval, in the case of a street, shall not constitute the legal acceptance of the street by the Town nor shall it modify in any way the requirements of law for the acceptance of the streets by the Town.

D. Remedy of Defects:

Following notification by the Engineer, the Subdivider shall take prompt action to remedy any defects which appear within six months of the completion of any required improvements, and which are due to faulty workmanship or materials.

E. Effect of Action of Engineer:

Notwithstanding the on-site observations and inspections of the Engineer, any directions given by him, and any approvals of required improvements issued by him, the Subdivider shall be and remain fully responsible for the performance of the construction work in accordance with the requirements of these regulations, and the Engineer shall have no responsibility for the failure of the Subdivider to carry out the work as required herein.

F. Cost:

The Subdivider's bond fee as set by Section V, I shall cover the cost of such input, except that the Subdivider shall, upon demand, promptly reimburse the Town for all inspection work performed by the Engineer pursuant to the provisions of subparagraphs B and C of this Section X. In the case of a Subdivision, the Subdivider shall file with the Town a cash deposit in such amount as the Engineer may reasonably require a security for such reimbursement; and if the Subdivider fails to make reimbursement as and when required, the Town may appropriate such cash deposit as necessary to effect reimbursement.

SECTION XI. LEGAL REQUIREMENTS

General:

Where applicable to a specific subdivision the following are required of the subdivision in a form acceptable to the town attorney and the Board, prior to approval of the Final Plat.

1. Agreement re: Roads: Agreement to convey to the Town land to be used for roads, open space and other public purposes, with transfer of title of such interests to be effective on such date as the Town accepts such land.
2. Easements: Easements and rights-of-way over property to remain in private ownership.
3. Other Rights: Rights for drainage onto or across other property whether public or private including a street.
4. Performance Bonds: Performance Bonds as described in Section V, I.
5. Insurance: Public liability insurance for public improvements as required by the Board, with the Town as the named insured shall be provided to cover any period prior to completion of construction or prior to official layout or approval by the Town.

SECTION XII. REVOCATION OF PLANNING BOARD APPROVAL

An approved and recorded subdivision plat may be revoked by the board in whole or in part under the following circumstances:

1. At the request of or by agreement with the applicant;
2. When any requirement or condition of approval has been violated;
3. When the applicant has failed to perform any condition of approval within the time specified or within four years;
4. When four years have elapsed without any vesting of rights and the plan no longer conforms to applicable regulations, or;
5. When the applicant has failed to provide for the continuation of adequate security.

SECTION XIII. ADMINISTRATION AND ENFORCEMENT

A. Interpretation:

The interpretation of these regulations shall be the sole province of the Board and the Board may seek legal advice and counsel, as they deem necessary.

B. Acceptance of Roads and/or Utilities:

Nothing herein is intended to modify the requirements of law with reference to the layout of streets as provided in RSA 234. Nothing herein is intended to modify or control the construction, reconstruction, or extension of roads and/or utilities by the Town or State.

C. Other Regulations:

Where these regulations conflict with State or other local regulations, the more stringent requirement shall apply.

D. Enforcement:

These regulations shall be enforced by the Board of Selectmen by acting, by and through their duly authorized representatives.

E. Penalties:

As provided in RSA 36:27, any owner, or agent of the owner, of any land located within a subdivision, who transfers or sells any land, before a plat of the said subdivision has been approved by the Planning Board and recorded or filed in the office of the Register of Deeds, shall forfeit and pay a penalty of five hundred (\$500.00) dollars for each lot or parcel so transferred or sold. The description by metes and bounds in the instrument of transfer, or other document used in the process of selling or transferring, shall not exempt the transaction from such penalties. The Town, through its Attorney or other official, may enjoin such transfer or sale and may recover the said penalty by civil action.

F. Appeals:

Any person, aggrieved by an official action of the Board, may appeal to the Superior Court as provided by RSA 36:34.

G. Validity:

If any section, subsection, or phrase of these subdivision regulations is found (for any reason) to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of these regulations.

H. Amendment:

These regulations may be amended, changed, altered, added to or rescinded from time to time, whenever this action is deemed necessary or advisable by the board, but only following a public hearing on the proposed amendment, change, alteration, addition or rescission. A statement, signed by the Chairman or Secretary of the Board, indicating any variance thus authorized from such regulations as were previously filed, shall be transmitted to the Register of Deeds of Hillsborough County. (RSA 36:22)

I. Descriptive Headings:

The underlined words at the beginning of each section and subparagraph are meant to serve solely as a reading aid and shall not be considered a part of these regulations.

J. Adoption:

These subdivision regulations were adopted on March 10, 1970, by the Town of Greenfield, after public hearings duly held on December 16, 1969, and January 27, 1970. Amendments and revisions to these regulations were subsequently adopted in accordance with the following:

Amended March 5, 1974, after public hearings duly on February 22, 1974, and March 1, 1975

Amended march 4, 1975, after public hearings duly held on January 24, 1975, and February 14, 1975

Amended February 10, 1976, after public hearing duly held on February 10, 1976

Substantially revised December 22, 1977, after public hearings duly held on November 4 and 11, 1977, and on December 22, 1977

Amended January 11, 1980, after public hearing held on January 11, 1980

Amended December 15, 1986, after a public hearing held on December 1, 1986

Amended April 4, 1988, after on public hearing held on April 4, 1988

Amended March 25, 1996, after a public hearing held on March 25, 1996

Amended March 9, 2004 at town meeting, after public hearing held on February 9, 2004

Amended October 18, 2004, after a public hearing held on October 18, 2004

Amended May 23, 2005, after a public hearing held on May 23, 2005

SUBDIVISION APPLICATION PROCEDURE

In accordance with Section IV, D of the Land Subdivision Regulations, all applications for subdivision must be submitted to the Selectmen's Office by noon on the Thursday, two (2) weeks prior to the first monthly meeting of the board (15 days).

Before an application will be scheduled for a hearing before the board it must be complete. Attached you will find a checklist of the requirements which must be met prior to an application being considered complete. Applications, which are turned into the Selectmen's Office and are not complete will not be scheduled for hearing at the first monthly meeting, but returned to the applicant.

If any questions arise concerning the requirements, which must be met, please feel free to contact the Planning Board, Chairperson at 547-3442.

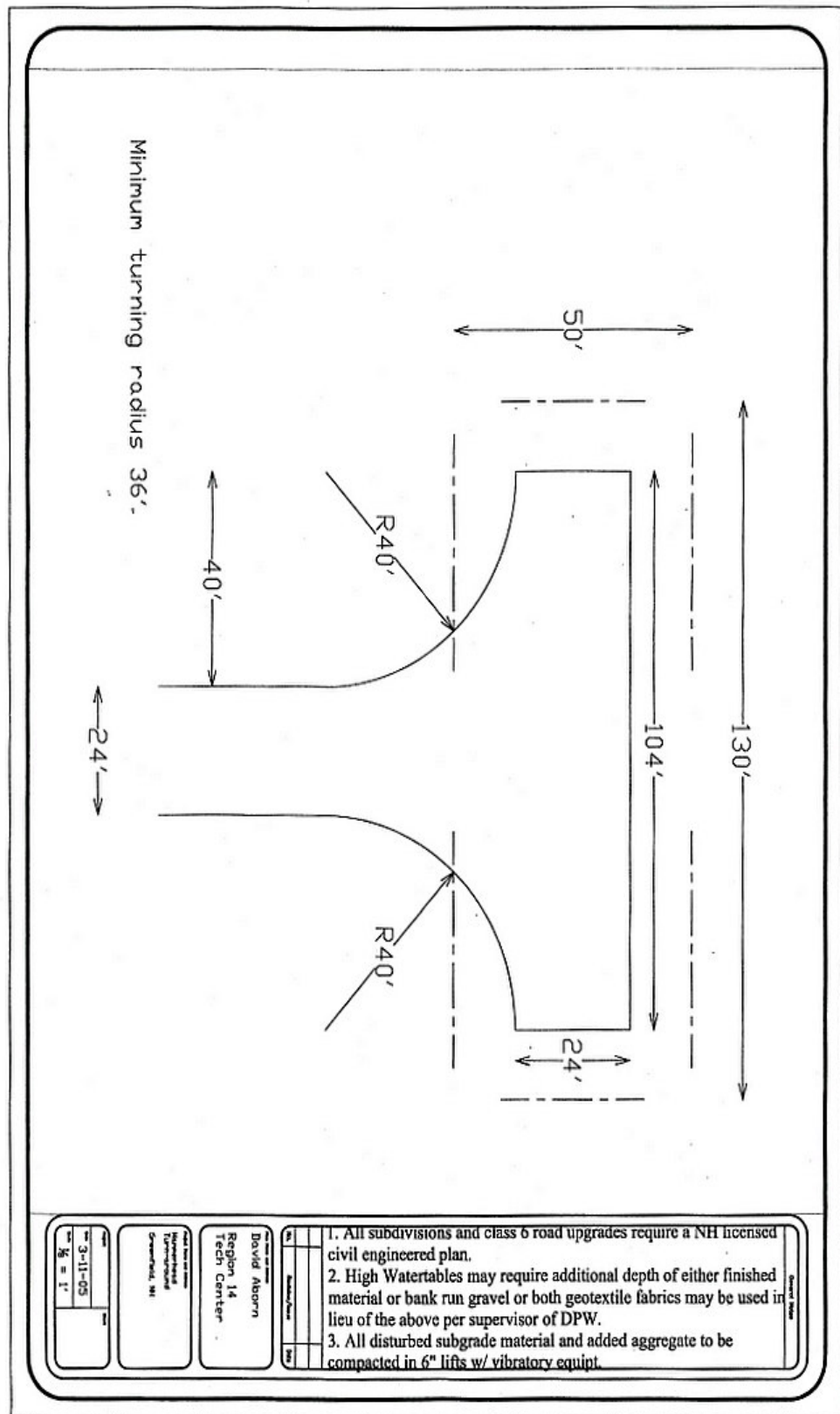
APPENDIX "A"

FEE SCHEDULE

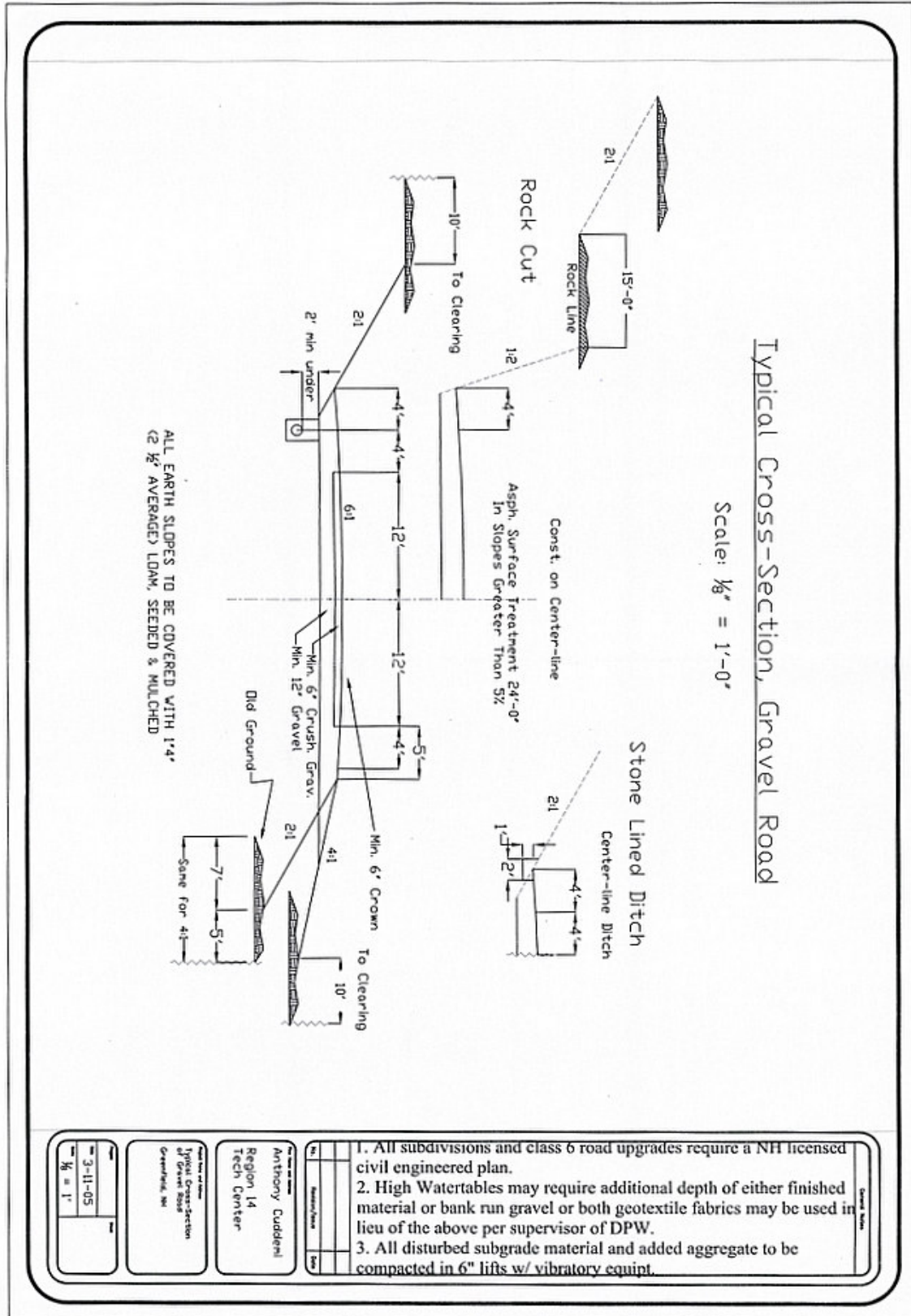
- A. Before any subdivision plan or site plan can be placed on the agenda of the Planning Board for action, the following fee(s), as required, shall have been paid:
1. Application Fee: \$50.00 per subdivision plan
 2. Per Lot Fee: \$28.00 per lot
 3. Recording Fee: As charged by the Hillsborough County Register of Deeds for the recording of the Final Plat as approved by the Board. This will include the cost of mailing the plat to the Registrar's office.
 4. Hearing Notice Fee: The mailing cost for notification of abutters and the cost of publication of hearing notice in the newspaper(s).
- B. The applicant will be responsible for any engineering and/or consulting costs incurred by the Town of Greenfield pursuant to SECTION IV, paragraph D, 5 of the Subdivision Regulations of the Town of Greenfield.

APPENDIX "B"

HAMMERHEAD

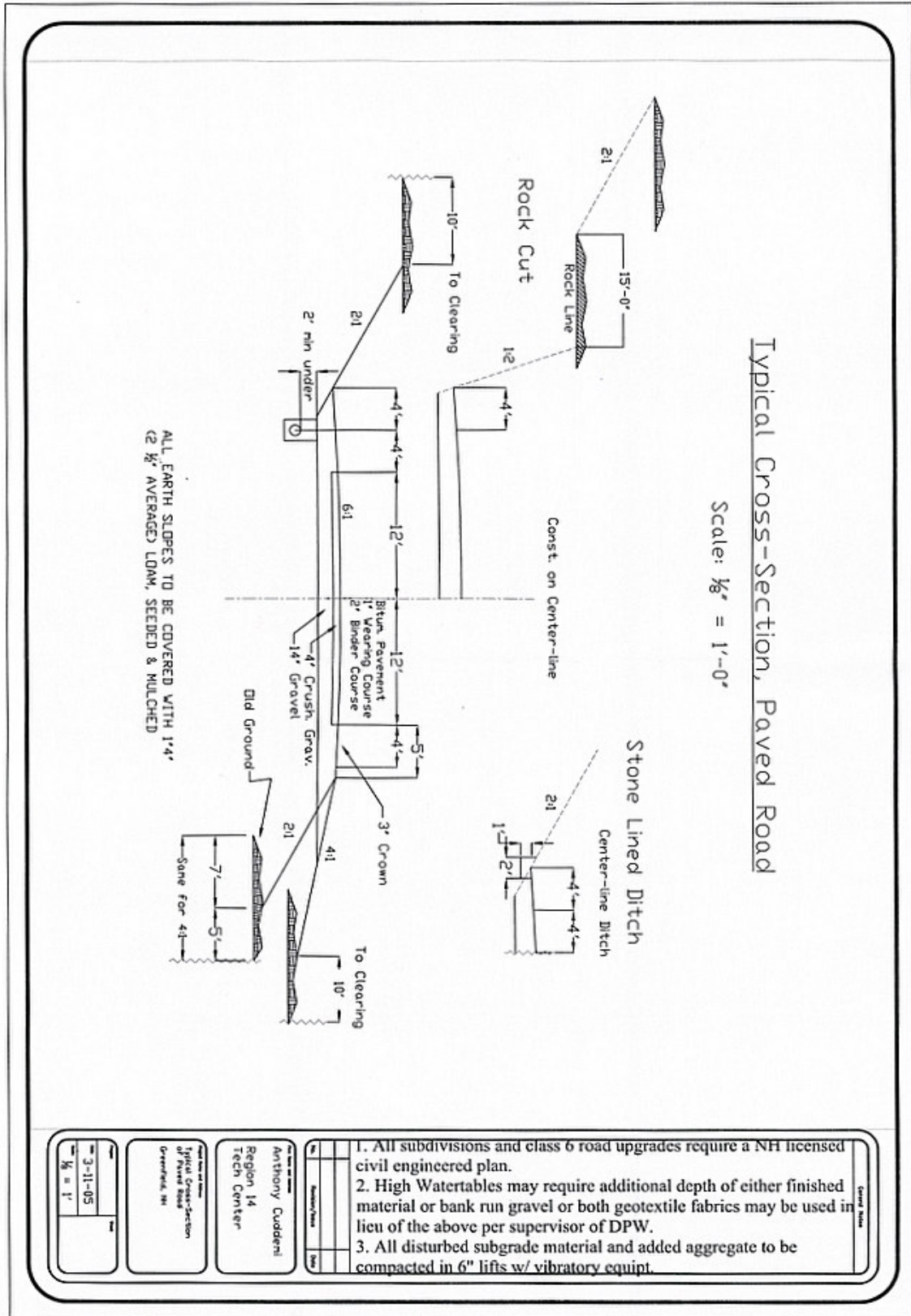


TYPICAL CROSS-SECTION, GRAVEL ROAD



APPENDIX "D"

TYPICAL CROSS-SECTION, PAVED ROAD



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APPENDIX "E"

APPLICATION FOR "MINOR" SUBDIVISION

Name of Subdivider _____

Mailing Address _____

Telephone Number _____

Location of Subdivision _____

Proposed Number of Lots _____

The undersigned applicant hereby agrees to assume and pay for any engineering and/or consulting costs incurred by the Town of Greenfield Planning Board pursuant to SECTION IV, paragraph D, 3 of the LAND SUBDIVISION REGULATIONS of Greenfield, New Hampshire. Payment of such fees is a condition precedent to approval by the Planning Board.

Date

Applicant's Signature

Date

Co-Applicant's Signature

SUBMISSION DOCUMENTS:

A. Abutters List (submit with application): Current list of names with complete mailing addresses of abutting owners, including owners of joint titles and property recently transferred. You are responsible for providing an accurate list. Failure to do so may void the formal hearing process and subject you to re-imposition of certain fees.

B. Final Plat:

1. Surveyed plan(s) to be drawn in ink or tracing cloth or reproduced on Mylar plus (6) blue or black paper copies containing information required by the LAND SUBDIVISION REGULATION of Greenfield, NH, SECTION VI, paragraph D.
2. State approval for subdivision (if required)
3. Driveway location approval (if required)
4. Additional required documents:

FEES:

Postage fee _____ @ \$ _____ each \$ _____

Advertising fee _____

Application fee _____ \$50.00

Per lot fee _____ lots @ \$28.00 each _____

Registry of Deeds, Mailing & Filing fee _____

Engineering/Consulting fees _____

Total Amount Due: \$ _____

APPENDIX "E"

APPLICATION FOR "MAJOR" SUBDIVISION

Name of Subdivider _____

Mailing Address _____

Telephone Number _____

Location of Subdivision _____

Proposed Number of Lots _____

The undersigned applicant hereby agrees to assume and pay for any engineering and/or consulting costs incurred by the Town of Greenfield Planning Board pursuant to SECTION IV, paragraph D, 3 of the LAND SUBDIVISION REGULATIONS of Greenfield, New Hampshire. Payment of such fees is a condition precedent to approval by the Planning Board.

Date

Applicant's Signature

Date

Co-Applicant's Signature

SUBMISSION DOCUMENTS:

A. Abutters List (submit with application): Current list of names with complete mailing addresses of abutting owners, including owners of joint titles and property recently transferred. You are responsible for providing an accurate list. Failure to do so may void the formal hearing process and subject you to re-imposition of certain fees.

B. Preliminary Layout: (3) paper copies containing information required by the LAND SUBDIVISION REGULATIONS of Greenfield, New Hampshire, Section VI, paragraph C.

C. Final Plat:

1. Surveyed plan(s) to be drawn in ink or tracing cloth or reproduced on Mylar plus (6) blue or black paper copies containing information required by the LAND SUBDIVISION REGULATION of Greenfield, NH, Section VI, paragraph D.

2. State approval for subdivision (if required)

3. Driveway location approval (if required)

4. Additional required documents:

(Continued on next page)

FEES:

A. Preliminary Layout:

Postage fee _____ @ \$ _____ each	\$ _____
Advertising fee	_____
Application fee	_____ \$50.00
Per lot fee _____ lots @ \$28.00 each	_____
Percolation tests fees _____ lots @ \$25.00	_____
Total Amount Due:	\$ _____

B. Final Plat:

Postage fee _____ @ \$ _____ each	\$ _____
Advertising fee	_____
Application fee	_____ \$50.00
Registry of Deeds, Mailing & Filing fee	_____
Engineering/Consulting fees	_____
Total Amount Due:	\$ _____

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APPENDIX "F"

PRELIMINARY AND FINAL PLAT RECEIPTS

Office of the Planning Board
Greenfield, New Hampshire

Preliminary Plat Receipt

Name of Subdivider: _____

Name of Subdivision: _____

Date Received: _____

The Planning Board has this date received your Preliminary Subdivision Plat in the form specified and with the supporting data required. The Planning Board must schedule the proposed subdivision on its agenda for consideration within thirty (30) days of the above date, and further, must act to approve or disapprove thereof within sixty-five (65) days. RSA 36:23

Sincerely,

(Sign name)

(Print name)

Chairman/Secretary
Planning Board, Town of Greenfield

Office of the Planning Board
Greenfield, New Hampshire

Final Plat Receipt

Name of Subdivider: _____

Name of Subdivision: _____

Date Received: _____

The Planning Board has this date received your Final Subdivision Plat in the form specified and with the supporting data required. The Planning Board must schedule the proposed subdivision on its agenda for consideration within thirty (30) days of the above date, and further, must act to approve or disapprove thereof within sixty-five (65) days. RSA 36:23

Sincerely,

(Sign name)

(Print name)

Chairman/Secretary
Planning Board, Town of Greenfield

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APPENDIX "G"

APPLICATION FOR DRIVEWAY PERMIT

Applicant: _____ Date _____

Property Address _____

Phone Number _____

Type of Road (Check one)

- ☐ Class V – Town Maintained
- ☐ Private – Not Town Maintained
- ☐ Class I, II, or III State Highway

Type of Construction (Check one)

- ☐ New Construction
- ☐ Temporary Driveway
- ☐ Resurface/Modify

As the landowner/applicant, I agree to do the following:

- A. To bear all costs of construction and materials (including required drainage structures) necessary to complete the driveway to the Town of Greenfield's satisfaction.
- B. To hold harmless the Town of Greenfield and its duly appointed agents and employees against any action to personal injury and/or property damage sustained by reasons of the exercise of this permit; and
- C. To abide by the provisions of the Driveway Regulations and the specifications below:
 - 1. That the driveway be constructed in the location and with the dimensions of the diagram supplied with this application;
 - 2. That any change or exceptions to the specifications have written approval of the Director of the Greenfield D.P.W.;
 - 3. That the Greenfield D.P.W. has the right to remove or correct, at the owner's expense, any driveway entrance not built in accordance with the Town of Greenfield's Driveway Regulations, or as outlined on this application form.
 - 4. Private driveway connections, including structures such as culverts, remain the continuing responsibility of the landowner, even those located within the right-of-way.

APPLICANT'S SIGNATURE _____

Please diagram the proposed driveway on the back of this application, or on a separate piece of paper. Include the following information: Location sketch, road names, nearest utility pole number and its location, distances to all property lines from edges of driveway.

*AT THE PROPOSED DRIVEWAY LOCATION, FLAG OR STAKE THE ENTRANCE AT THE
EDGE OF THE ROAD.*

<u>For Official Use Only</u>		Fee Paid: <u>\$15.00</u>
Tax Map # _____	Lot # _____	Permit # _____
Approval _____		Date _____

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APPENDIX "H"

CHECKLIST FOR REVIEW OF SUBDIVISION PLAT

A. General:

1. The following checklist is designed to serve as an aid to the applicant in the preparation of, and to the Planning Board in its review of, a subdivision plat.
2. It should be noted that it is designed to serve as a guide only. Its completion is not intended to indicate that all requirements for a subdivision proposal have been met.
3. The checklist does not include all of the details of the items which are listed in synopsis form. Also, depending upon the circumstances involved with each subdivision, there may be some requirements that are not apparent from the checklist.
4. Since no application for a subdivision will be accepted until all requirements have been met, it is incumbent upon any Subdivider to become familiar with the detailed requirements contained in the Greenfield Land Subdivision Regulations as they apply to the particular subdivision proposed before application is made.

B. Checklist:

1. Reference Section III, Definitions (page 2):

Type of Subdivision:

Major
Minor

2. Reference Section V, General Requirements for the Subdivision of Land (page 6):

Open Space (page 9)
Driveway Regulations

3. Reference Section VI, Plat and Layout Requirements (page 12):

B. Preliminary Layout:

Plat Form (page 12):

6 paper copies
Proper scale

General Requirements (page 13):

Proposed name of subdivision
Name and address of owner
Name and address of designer, planner or surveyor
Date
Bar scale
Statement of purpose *
On ground boundary survey of entire parcel, pins placed
Names and addresses of all abutters
Soils data *
Existing and proposed
Lot lines
Angles and dimensions

Appendix "H"
Checklist for Review of Subdivision Plat ... continued

- Lot sizes
- Consecutive numbering of lots

Roads (page 13):

- Existing and proposed road right-of-way lines and width
- Road construction plan
- Road information and documentation required by Section IX. Sewage Disposal and Water Supply (page 25)

Natural and Man-Made Features (page 13):

- Location of existing and proposed easements
- Deed restrictions
- Buildings
- Accessory buildings
- Building setback lines, plus a circle showing seventy-five (75) foot radius of existing and proposed wells
- Parks and open space
- Water courses and direction of flow
- Flood prone areas
- Large trees and foliage lines (if practical)
- Significant natural and man-made features, including stone walls
- Storm drainage lines, structures, ways
- Methods of sewage disposal and water supply
- Watershed areas and drainage plans
- Existing and proposed utilities *
- Information and documentation required by Section VIII. Drainage (page 25)

Zoning (page 14):

- Zoning and municipal boundaries within subdivision
- Statement that lots comply with zoning or references to variances granted

Grading and Drainage Plan ** (page 14):

- "as built" contour map

Existing and proposed:

- Drainage ways
- Drainage easements
- Drainage structures
- Water bodies

- Soil erosion and sediment control measures, structures and plans
- Flood hazard prevention and storm water retention plans
- Slope stabilization plans
- Time schedule for erosion and sediment control measure construction
- Information and documentation required by Section VIII. Drainage (page 25)

Approval of other municipal, state or federal agencies (page 14):

- Federal (specify, e.g. F.A.A., F.C.C., E.C.A., S.W.P.P.P.)

Appendix "H"

Checklist for Review of Subdivision Plat ... continued

State (specify, e.g. W.S.P.C.C., Highway Dept.)
Town (specify, e.g. Board of Adjustment, Board of Selectmen, Conservation Commission, Town Clerk)
Written preliminary approval from the Director of the Greenfield D.P.W., and signature of the Director of the Greenfield D.P.W. on the final plat. **
Other

C. Final Plat:

Plat Form (page 15):

Mylar
6 paper copies
Required scale and margins
Space for writing

General Requirements (page 15):

All information and maps required for preliminary layout plus:
Existing and proposed road information
Indemnity agreement(s)

Certification(s) (page 15):

Ownership
Survey (page 16)
Bond (see note below) ***
Approval

C. Miscellaneous Requirements/Agreements:

* May be waived for a minor subdivision

** If required by the Planning Board

*** Note: See also, Section V, I Performance and Maintenance Bonds (page 8)